



LAKE COUNTY ENGINEERS OFFICE

Summer Intern Job Description (Mid-May to Late August)

The primary responsibility will be to collect and process various traffic data. Work will be done as a team of two (2).

A majority of the time will be spent installing traffic data collectors throughout the County and then retrieving them after 24 hours. Using the data collector software, reports will be prepared for the Lake County Traffic Engineer.

Other data collection responsibilities include: speed studies, turning movement counts, and any other studies and field measurements that the Lake County Traffic Engineer may assign. Reports and data collection requirements will vary based on the requirements of the studies.

Equipment used for the studies will need to be regularly cleaned and properly maintained.

Secondary responsibilities may include:

- Construction observation
- Preparing and/or updating drawings using AutoCAD and ArcMap
- Using LakeGIS and ArcMap to collect data and conduct research
- Using Microsoft Office programs to complete reports, prepare quotes, etc.
- Miscellaneous office tasks, maintaining/ updating professional binders, scanning, filing, helping other office staff, etc.

Interns must be Civil Engineering students. An interest in Traffic/Transportation Engineering is preferred.

Interns must have no more than 6 points on their driving record.

Interns must be able to lift 25 pounds.

Most of the work will be outdoors and interns must be able to work in conditions of possible high heat and humidity.

All applicants are subject to a pre-employment drug screening.

In-person interviews will be conducted between March 12th and March 25th. Successful applicants will be notified by April 10, 2015.

Salary: \$10.00/hr

Interested applicants should forward their resume to traci.salkiewicz@lakecountyohio.gov.